

SOLICITATION NUMBER: 72027822R10008

ISSUANCE DATE: March 6, 2022

CLOSING DATE/TIME: March 20, 2022

11:59 p.m. Amman local time

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC - Local Compensation Plan)

Dear Prospective Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID) in Amman Jordan, is seeking applications from qualified individuals to provide personal services under contract as described in this solicitation.

Applications must be in accordance with **Sections I through VIII** of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application materials for their records.

This solicitation in no way obligates USAID/Jordan to award a Personal Services Contact (PSC) nor does it commit USAID/Jordan to pay any cost incurred in the preparation and submission of the applications.

Any questions must be directed in writing to the Point of Contact specified in point 10 Section I General Information.

Sincerely,

Cynthia B. Rogers Contracting Officer I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 72027822R10008

2. OPEN TO: All Interested Jordanian Citizens

3. ISSUANCE DATE: March 06, 2022

4. CLOSING DATE/TIME: March 20, 2022 11:59 p.m. Amman Local Time

5. POSITION TITLE: Project Management Specialist (Health & Education)

Southern Syria Assistance Platform Office

6. PERIOD OF PERFORMANCE: Employment under this contract is of a continuing nature. Its

Duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of this contract shall apply. The contract will be for a base period (between one to three years) and based on the Agency needs, the Contracting Officer may exercise (an) additional option period(s). If the U.S. Government exercises this option, the total duration of this contract, including the exercise of any options, shall not

exceed five (5) years.

7. MARKET VALUE

(SALARY PER ANNUM): JOD 22,970 Step1 – JOD 37,894 Step14 Equivalent to Grade

FSN-10. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Jordan. Final compensation will

be negotiated within the listed market value (Salary).

8. PLACE OF PERFORMANCE: Amman, Jordan

9. SECURITY LEVEL REQUIRED: Facilities Access/Employment Authorization

10. POINT OF CONTACT: All questions should be directed to:

ammanresumesusaid@usaid.gov

11. STATEMENT OF DUTIES

USAID/Jordan has an immediate vacancy for a USAID Project Management Specialist (Health and Education) at the Southern Syria Assistance Platform (SSAP) Office. The work schedule is 40 hours per week and the workweek is Sunday-Thursday.

The Southern Syria Assistance Platform (SSAP) manages U.S. stabilization and humanitarian assistance programs across Syria. The SSAP team has 16 US and Jordanian staff based in Amman, Jordan working across two teams: the Disaster Assistance Response Team (DART) and the Stabilization Team. The Stabilization Team consists of six staff managing several development projects implemented in northeast Syria. The Project Management Specialist is a key member of the Stabilization Team, reporting to the Development Advisor (Stabilization Team Leader).

As a member of the SSAP Stabilization Team, the Project Management Specialist manages USAID stabilization and development programs in Syria. This is NOT a position with responsibility over humanitarian assistance. Specifically, the incumbent will serve as a Contracting Officer's Representative (COR) for SSAP/USAID's health, mental health, education, and vocational training activities. The incumbent may also serve as COR or Agreement Officer's Representative (AOR), as well as Alternate COR/AOR, for other SSAP stabilization activities. The incumbent will contribute technical expertise to SSAP's wider stabilization strategy, program, and activities; coordinate closely within USAID and with the interagency, as well as with other development partners; and serve as SSAP's professional on education, vocational training, health, mental health, and psycho-social support. Travel to Syria may be required to monitor projects if authorized by the USG and Government of Jordan.

Major Duties and Responsibilities:

Project Management

- 1. Serve as Contracting Officer's/Agreement Officer's Representative (COR/COR) for SSAP development/stabilization activities focused on the education and health sectors, among others. The overall objective of these programs is to foster resilience and stability in conflict-affected communities across Syria to prevent the re-emergence of extremist groups such as ISIS and pave the way for safe, dignified, and voluntary return of internally displaced persons and refugees. The incumbent will provide technical direction and expertise to implementing partner(s) implementing these programs and will collaborate closely within and across sectors with other development partners, Syrian counterparts, and other donors:
 - On Education, the Specialist will seek and develop opportunities to expand equitable access to quality education and vocational opportunities to students and families in northeast Syria, tackling the economic and social barriers facing them; and strengthening the capacity, transparency and accountability of education governance to be responsive to the needs of the communities, students and parents.
 - On Health, the Specialist will work closely with the implementing partner assess the
 health, mental health, and psycho-social support context, including the political- economicsecurity dynamics, in target communities, districts, and governorates, and propose
 interventions that will support the overall stability of Syria; support a range of interventions
 to strengthen the local health systems in close coordination with other health sector
 implementers; and increase access to mental health services and psycho-social support.
 - Other SSAP activities, contracts, cooperative agreements, and awards that may arise as the situation in Syria develops.
- 2. As COR/AOR (and as Alternate COR/AOR when needed in the COR/AOR's absence), the incumbent is responsible for the following, among other tasks delegated by the Contracting/Agreement Officer (CO/AO):
 - Monitoring the implementing partner's performance and verifying that it conforms to the
 technical requirements, objectives, and quality standards agreed to in the terms and
 conditions of the contract or agreement. This includes verifying partner's conformance
 with branding and marking requirements, ensuring appropriate financial management, and
 quality of deliverables.
 - Approving implementation plans, work plans, or monitoring or evaluation plans consistent with the terms and conditions of the contract or agreement.

- Documenting and managing deviations in performance, or instances of non-performance towards goals and deliverables, and bringing any performance issues to the attention of the Contracting/Agreement Officer (CO/AO), along with proposed solutions for correcting deficiencies.
- Maintaining COR/AOR certification, and appropriate AOR/COR files
- Providing technical direction and guidance to the implementing partner, as required by the terms of the contract/agreement, including but not limited to approval of workplans, approaches, solutions, designs, refinements, and personnel.
- Exercising active and adaptive project management through continuous monitoring of results, context, policy, security and political dynamics:
 - Exercising sound financial management of the award, consistent with its terms and conditions. Although the responsibility for making payments and accounting for funds and balances rests in the Bureau for Management, Office of the Chief Financial Officer (M/CFO) or overseas Controller, the COR must administer financial management responsibilities as necessitated by prudent project management and delegations by the CO/AO.

Serve as SSAP professional on Health, Mental Health, Psycho-Social Support, Education, and Vocational Training:

- Serve as SSAP's lead Education and Vocational Training professional for all SSAP stabilization
 activities; advise all SSAP/Stabilization staff on Education and Vocational Training issues and best
 practices; represent SSAP to the implementer Education working groups; coordinate with
 USAID/Washington, and Department of State, to report up SSAP Education and Vocational
 Training indicators and results.
- Serve as SSAP's Health, Mental Health, and Psycho-Social Support professional; advise SSAP staff and implementing partners on Health and Mental Health issues and best practices; represent SSAP to the implementer Health working groups. Coordinate with USAID/Washington and Department of State, to report up SSAP Health indicators and results.
- Contribute technical expertise to SSAP's wider stabilization strategy, program, and activities, including operational plans, program reports, cables, new activities and projects, strategic plans, and other planning processes.
- Coordinate closely within USAID and with the interagency, as well as with other donors and implementers, including representing SSAP to high-level visitors (Assistant Administrator/Assistant Secretary/3-Star General level and below), as well as to other donor representatives, implementing partner Chiefs of Party/Country Directors, USAID and Department of State colleagues in Turkey and Washington, and Syrian and Jordanian counterparts (Deputy Minister level and below).
- Administrative duties, including but not limited to translation, interpretation, and administrative tasks.

Supervisory Relationship

The incumbent will report to the SSAP Development Advisor or his/her designee.

Supervisory Controls

Supervision of other staff is not contemplated.

Other significant Factors

The incumbent is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

13. AREA OF CONSIDERATION

To meet basic eligibility requirements, the applicant must be a Jordanian Citizen and must submit a complete application as outlined in the section titled APPLYING. The selected applicant is required to undergo and successfully pass a medical and security clearances and be eligible to complete a 12 month contract. This process takes, on average, up to nine months. The selected applicant must be able to begin working within a reasonable period (60 days).

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Applications will be initially screened for eligibility in accordance with the qualification criteria below. Applicants must address each criterion in their application in order to meet the below minimum qualifications for this position.

- a. Education: Bachelor's degree in a one of the following fields: education, medicine, public health, mental health, psychology, psychiatry, humanitarian assistance, development, sociology, political science, economics, management, public administration, law, government, public policy, diplomacy, international relations, business administration is required. Supporting documentation (i.e. copy of bachelor's degree must be included in the application for eligibility purposes).
- **b. Prior Work Experience:** Minimum four years of experience managing development programs in one of the following fields: health, mental health, psycho-social, psychology, counselling, education, vocational training, livelihoods, protection, social work, and/or stabilization assistance.
- c. Language Proficiency: Level IV (fluent) English and Arabic proficiency for both oral and written communication is required. At Level IV, an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A minimum score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96 for the TOEFL iBT are acceptable. Examination scores must have been recorded within the last five years; or else, candidates will be tested again.

d. Skills and abilities:

- Teamwork and consensus building
- Professionalism
- Initiative and self-confidence
- Strong communication skills (speaking and writing)
- Diplomacy and tact
- Able to operate effectively in an unpredictable, ambiguous, and uncertain work environment
- IT Skills: MS Office (Word, Excel, PowerPoint) and Google Applications (Gmail, Drive, Documents, Sheets).

e. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with applicants in accordance with <u>FAR 52.215-1</u>. The CO reserves the right at any point in the evaluation process to establish a competitive range of applicants with whom negotiations will be conducted pursuant to <u>FAR 15.306(c)</u>. In accordance with <u>FAR 52.215-1</u>, if the CO determines that the number of applications that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of applicants in the competitive range to the greatest number that will permit an efficient competition among the most highly rated applications. The FAR provisions referenced above are available at https://www.acquisition.gov/browse/index/far.

Applicants who do not meet the minimum education and experience requirement will not be contacted. Applicants who meet the minimum education and experience requirement will be further evaluated based on the evaluation criteria mentioned below:

a. Prior work experience: 30%b. Language Proficiency: 10%c. Skills and abilities: 60%

At each step of the process, the Contracting Officer may establish a competitive range. Only top-ranked applicants will be given an English test (TOEIC). Applicants with passing TOEIC scores may be further assessed and only top-ranked applicants may be given a written skills technical test, to further assess the candidates' qualifications of any of the evaluation criteria listed above as well as written English skills. Testing will be conducted in Amman, Jordan. Only the top-ranked applicants from the written skills test will be invited for an interview. USAID/Jordan Human Resources Office will conduct reference checks on top-ranked applicants. USAID/Jordan may use reference information obtained from other than the sources identified by the applicant and solicit additional information from references provided if the Contracting Officer finds the existing information to be insufficient for evaluating an applicant's performance.

USAID will screen for nepotism/conflict of interest in determining successful candidacy. Internal employees must have completed 52 weeks of employment in their current position before being eligible to apply. If an internal employee's Human Resources Officer approved a waiver, the waiver must be included in the application package for eligibility purposes.

III. SUBMITTING AN APPLICATION (APPLYING)

To ensure consideration of application for the intended position, applicants must prominently reference the solicitation number in the application submission. Eligible applicants are required to complete and submit the following as a complete application package:

- a. A current curriculum vitae.*
- b. Copy of the Jordanian National ID and \or Jordanian Passport.*
- c. Copies of educational certification for eligibility purposes (English or Arabic). *
- d. Per Government of Jordan Defense Order number 35, COVID-19 Vaccination Proof. *
- e. Filled and signed Universal Application for Employment (DS-0174).

^{*}Failure to submit items a through d will mark your package incomplete and will eliminate your application from the recruitment process even if you were qualified.

Applications must be received by the closing date and time specified in Section I, item 4, and submitted to the ammanresumesusaid@usaid.gov. Application forms can be accessed from the Embassy website: https://jo.usembassy.gov/embassy/jobs/

IV. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer (CO) or his/her designee informs the successful applicant about being selected for a contract award, the CO or his/her designee will provide the successful applicant with instructions on how to complete and submit the required documents related to mandatory medical and security clearances.

Failure of the selected applicant to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked applicant.

V. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances:

- Basic Salary within the advertised market value
- Transportation & Miscellaneous Allowances
- 13th & 14th Month Bonuses
- Subscription to the Jordanian Social Security
- Subscription to the Mission's Provident Fund Program
- Medical Insurance (Employee & Family)
- Life Insurance (Employee only)

Funds for Social Security, retirement, pension, vacation or other cooperating country programs as required by local law shall be deducted and withheld in accordance with laws and regulations and rulings of the cooperating country or any agreement concerning such withholding entered into between the cooperating government and the United States Government.

VII. Taxes

Based on Department of State policies and regulations, the U.S. Mission cannot either withhold income tax deductions for Jordanian Locally Employed Staff. LE Staff employees are obliged to observe the laws and regulations of the Jordanian Government. Employees are encouraged to file their income tax in a timely manner.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts with a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at https://www.usaid.gov/ads/policy/300/aidar

- 2. Contract Cover Page form AID 309-1 available at https://www.usaid.gov/forms.
- 3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Cooperating Country National Personal Services Contracts (CCNPSC) available at http://www.usaid.gov/work-usaid/aapds-cibs.
- 4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "**Standards of Ethical Conduct for Employees of the Executive Branch,**" available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See https://www.oge.gov/web/oge.nsf/OGE%20Regulations.

5. PSC Ombudsman

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information:

https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov